

JOB ANALYSIS FORM		ORGANIZATION		JOB NO.	PAGE NO.	NO. OF PAGES
POSITION TITLE		AGENCY PERSONNEL SPECIALIST (<i>Telephone number</i>)				
SERIES, GRADE	SUBJECT MATTER EXPERT (<i>Typed name and extension</i>)					
JOB ACTIVITY <i>a</i>	KNOWLEDGE, SKILLS AND ABILITIES (KSA's)* <i>b</i>	RELATIVE IMPORTANCE OR WEIGHT** <i>c</i>	EVIDENCE OF KSA <i>d</i>			

*Identify mandatory KSA's with symbol (M).

**Most Important = 1; Important = 2, Least Important = 3.